

# Faculty Senate Meeting Agenda

## October 27, 2009,

3:00 P.M.  
Domenici Auditorium

### The University of New Mexico

#### AGENDA TOPICS

		TYPE OF ITEMS/ PRESENTER(S)
3:00	1. Approval of Agenda	Action
	2. Acceptance of the September 22, 2009 Summarized Minutes	Action
3:05	3. Faculty Senate President's Report	Information Doug Fields

#### CONSENT AGENDA TOPICS

3:10	4. Forms C from the Curricula Committee	Action Doug Fields
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[Revision of Associate of Science Pre-Engineering, Los Alamos](#)

[Revision of BBA Concentration in International Management in Latin America, Anderson School of Management](#)

#### AGENDA TOPICS

3:15	5. <a href="#">Revision of Policy C70-Confidentiality of Faculty Records</a>	Action Doug Fields
3:20	6. Master Plan Resolution	Action Mary Lipscomb
3:30	7. Committee on Governance: General Faculty Meeting	Information Ursula Shepherd
3:45	8. <a href="#">Reorganization</a>	Information and Discussion Doug Fields
4:45	9. New Business and Open Discussion	
5:00	10. Adjournment	

#### NOTES:

1. All faculty are invited to attend Faculty Senate meetings.
2. Full agenda packets are available at <http://www.unm.edu/~facsen/>
3. All information pertaining to the Faculty Senate can be found at <http://www.unm.edu/~facsen/>
4. Questions should be directed to the Office of the Secretary, Scholes 103, 277-4664
5. Information found in agenda packets is in draft form only and may not be used for quotes or

## Faculty Senate Attendance 2009-2010

P - present; E - excused; U - unexcused; R - rep in attendance; H - attended half of the meeting

Full Name	Department	8/25	9/22	10/27	11/24	1/26	2/23	3/23	4/27	Comments
Margaret Alba	Pathology	P	P							
Teresa Anderson	Pediatrics	P	U							
Jan Armstrong	Educational Psychology	P	P							
Renee Barela Gutierrez	UNM Taos	U	U							
Steven Block	Music	E	E							
Adrian Brearley	Earth and Planetary Sciences	P	P							
Jonathan Brinkerhoff	Teacher Education	P	P							
Ann Brooks	Accounting	E	P							
David Brookshire	Economics	P	U							
Andy Burgess	Philosophy	P	P							
Christopher Butler	Political Science	x	P							Joined August 27, 2009
Tim Castillo	Architecture and Planning	P	P							
Ann Caudell	Nursing	P	P							
Tahseen Cheema	Orthopedics	E	E	E						
Gary Cuttrell	Surgery	U	P							
Dennis Davies-Wilson	Los Alamos	P	E							
Ed DeSantis	University Honors	P	P							
Elaine DiFederico	Obstetrics/Gynecology	P	U							
Douglas Fields	Physics and Astronomy	P	P							
Nick Flor	Mkt, Info, and Decision Sci	U	P							
Kimberly Gauderman	History	P	P							
Melissa Gonzales	Internal Medicine	P	U							
Steve Hersee	Electrical and Computer Engineering	U	U							
Dennie Jones	Internal Medicine	P	U							
Nancy Joste	Pathology	P	P							
Nikki Katalanos	Family & Comm Medicine	P	E							
Dubra Karnes-Padilla	Valencia	U	P							
Denece Kesler	Internal Medicine	P	E							
Tariq Khraishi	Mechanical Engineering	P	P							
Christee King	Health Sciences Library	P	P							
Mary Lipscomb	Pathology	P	E							
Pamela Lutgen-Sandvik	Communication and Journalism	E	P							
Glenabah Martinez	Educational Thought and Sociocultural Studies	U	P							
Martha Muller	Pediatrics	P	P							
Roxana Moreno	Ind, Fam, & Comm Ed	U	P							

Amy Neel	Speech and Hearing Sciences	P	P							
Mary Anne Newhall	Theatre and Dance	U	P							
Jeffrey Norenberg	Pediatrics	U	U							
Linda Penaloza	Pediatrics	U	U							
Stefan Posse	Neurology	P	E							
Mary Power	English	P	P							
Pamela Pyle	Associate Past President	E	P							
Mario Rivera	Public Administration	U	U							
Timothy Ross	Civil Engineering	P	P	E						
Robert Sapien	Emergency Medicine	U	U							
Heidi Sanders	Pediatrics	U	U							
Katja Schroeter	Foreign Languages & Literatures	E	P	E						
Robert Schwartz	Law	E	E							
Howard Snell	Past President	P	P							
Victor Strasburger	Pediatrics	P	E							
Mahmoud Reda Taha	Civil Engineering	U	P							
Akaysha Tang	Psychology	U	U							
Phillip Wagner	Internal Medicine	U	U							
Timothy Wawrzyniec	Earth and Planetary Sciences	P	P							
Richard Wood	President Elect	P	P							
Said Yassin	Surgery	P	U							
Steven Yourstone	Anderson School of Management	P	P							

# FACULTY SENATE SUMMARIZED MINUTES

2009-2010 Faculty Senate

September 22, 2009

*(DRAFT-AWAITING APPROVAL AT THE OCTOBER 27, 2009 FACULTY SENATE MEETING)*

The Faculty Senate meeting for September 22, 2009 was called to order at 3:05 p.m. in the Lobo Room of the Student Union Building. Senate President Douglas Fields presided.

## 1. ATTENDANCE

**Guests Present:** Vice President Steven Beffort (Institutional Support Services), Deputy Provost Richard Holder, Merle Kennedy (Staff Council), Vice President Helen Gonzales (Human Resources), Lisa Marbury (Institutional Support Services), Director Steven Rugala (Counseling, Assistance, and Referral Services), Director Marc Saavedra (Government and Community Relations), and Chris Vallejos (Institutional Support Services).

## 2. APPROVAL OF THE AGENDA

The agenda was approved as written.

## 3. APPROVAL OF SUMMARIZED MINUTES FOR AUGUST 25, 2009 MEETING

The minutes were approved with as written.

## 4. FACULTY SENATE PRESIDENT'S REPORT

Faculty Senate President Douglas Fields reported the following:

- President Fields reviewed the visit by Board of Regents President Raymond Sanchez at the August meeting. It is important for the regents and the administration to understand that they have the authority, but should defer to the faculty. The faculty have a lot of knowledge on the working of the university.
- A revision of the Faculty Governance news letter will be sent out. The September 30 date for the General Faculty meeting is incorrect. The announcement was premature as the Committee on Governance has not confirmed the date.
- There is nothing new regarding the retirement incentive. A study by Associate Chair Richard Coughlin (Sociology) will be posted on the Governance web site.
- There is now a directory of working documents on the Faculty Governance web site.
- Faculty Senators are encouraged to serve on Faculty Senate committees. Committee service is open to all faculty but it would be very beneficial if senators served on committees. There are some rather substantial holes on some committees.
- Associate Past President Pamela Pyle (Music) presented two television commercials from Route 66 Casino featuring the UNM Lobos mascot Lobo Louie and the Route 66 pinup model. The commercials have many UNM branded clothes, mugs, pennants, etc. There have been complaints from faculty. The message of sex is very clear. A faculty member heard of the commercials on an ESPN program. The commercials are also being shown locally during prime-time on many channels.

The commercials depict UNM in a negative light and are offensive to scholarly work. Deputy Provost Richard Holder summarized a conversation he had with Vice President for Athletics Paul Krebs. The commercials are the property of Route 66 Casino. The commercials cost \$100,000 each to produce. Vice President Krebs took personal responsibility for not reviewing the final versions and is going to ask that the commercials be re-edited.

The Faculty Senate unanimously passed the following resolution:

The Faculty Senate of the University of New Mexico finds offensive the currently-running Route 66 Casino ads utilizing UNM logos and symbols. These ads in no way reflect our mission as an institution of higher learning and they devalue our focus as a Research I institution. We object to this presentation of UNM, as it fails to represent any of the University's core research and teaching mission.

We hereby request that these ads be removed.

- There is a grass-roots movement to get the neighborhood associations around UNM to have a vote on the Campus Development Advisory Committee. The Graduate and Professional Students Association (GPSA) has passed a resolution in support. The Faculty Senate Operations Committee does not feel that this is a path the senate should follow. The Operations Committee and the senate have control of what comes out of CDAC since it is a Faculty Senate Committee. President Fields asked faculty to read the information about the CDAC in the news letter.
- President Fields met with the Board of Regents Audit Committee. There were mixed feelings among the faculty that attended the meeting regarding the outcomes. There were compromises on a couple of issues. The audit will cover fiscal year 2005 and not fiscal year 2003 due to the conversion to Banner. It would cost considerably more since in the audit firm Moss Adams only has experience with Banner and would have to recreate the old system. A change from the state auditor is that Finance and Administration (F&A) is excluded because of the recent F&A audit. The important Instruction and General (I&G) portion is still there. President Fields requested all access to any conversations regarding the audit. He believes the committee has agreed to that. President Fields reserves the right to resign if he does not feel the audit is proceeding properly.

## **5. SPECIAL LEGISLATIVE SESSION IN OCTOBER**

Government and Community Relations Director Marc Saavedra reported the following:

- There is information on the Government and Community Relations website regarding the special session in October and the regular session in January.
- A specific percentage amount of possible cuts has not been given. The cut is currently proposed to be between zero and five percent.
- Senate Pro Tem Timothy Jennings sent a letter to President Schmidly, the directors of the branch campuses, and cabinet secretaries in July. The letter says to prepare for a special session and a first glance at revenue estimates. The revenue was not picking back up. Gross receipts tax, personal income tax (PIT), and gas and oil revenues are continuing to dip or stay flat. There would be a resulting shortfall in the current fiscal year, FY10.
- The Council of University Presidents is comprised of the seven presidents of the state's four-year institutions. The Council has been discussing solvency and the need for flexibility to deal with cuts. It is possible that there would be a three percent cut to higher education. Public schools should also be considered for cuts. The more state entities that are cut results in a lesser amount for each. The Council is also asking for a zero tuition credit. The current funding formula does

not take into consideration research. A result is that UNM is not allocated any funds for research.

- There has been talk of furloughs and layoffs and is a last resort. Revenue estimates will come out October 15. Governor Richardson is currently proposing zero cuts to higher education.
- Fiscal Year 2011 will have revenue difficulty as well.

## 6. INSTITUTIONAL SUPPORT SERVICES

Vice President Steven Beffort of Institutional Support Services (ISS) presented the following slideshow regarding the Institutional Support Services Department:



## Institutional Support Services

### Vision

Institutional Support Services (ISS) has established The University of New Mexico as the preferred educational destination for students, faculty, staff, visitors, and patrons through the provision of a sustainable campus environment that advances scholarly pursuits and enhances the quality of life by the delivery of outstanding services, identifiable values, and exceptional experiences.

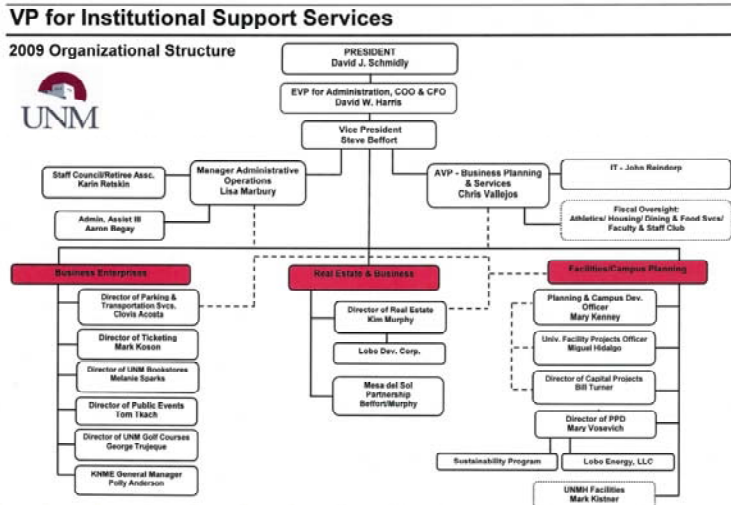
### Mission

Institutional Support Services (ISS) designs, develops, and delivers seamless services and programs for students, faculty, staff, visitors and patrons through UNM business enterprises, real estate development, and facilities & campus planning groups with a focus on competitiveness, outstanding customer service, sustainability efforts and the creation of unique experiences, while supporting the University's core mission.

# Institutional Support Services

- Reports to the **EVP for Administration, COO, CFO**  
David Harris

- Structure
  - Business Enterprises
  - Real Estate & Business Development
  - Facilities & Campus Planning



Operations Overview	Budgeted Revenues	FTE
<b>Business Enterprises</b>		
Parking & Transportation Services	\$5,298,140	75
Ticketing	\$975,643	13.5
Bookstores	\$16,252,759	44
Public Events	\$4,190,860	15
Golf Courses	\$2,100,785	16
KNME	\$5,431,085	56
<b>Real Estate &amp; Business Development</b>		
Real Estate (including STP)	\$4,720,000	12
LDC	\$250,000	2
LEI	\$2,766,800	7
Mesa del Sol Partnership		

Continued

<b>Facilities &amp; Campus Planning</b>		
Planning & Campus Dev.	\$976,894	15
Facility/Capital Projects	\$2,910,700	30
PPD	\$74,305,867	387
VP for ISS Office	\$430,807	4
<b>Total</b>	<b>\$120,610,342</b>	<b>676.5</b>
<b>University Capital Projects</b>		
Minor Capital Projects	\$3,056,441	
Major Capital Projects	\$297,140,737	
<b>Total</b>	<b>\$300,197,178</b>	

#### UNM Bookstores – Melanie Sparks, Director

- Main Campus
- Medical/Legal
- Rio Rancho (UNM West)
- Lobo Store (Athletic Partnership)
- Discounted UNM Pricing on Supply Requisition Orders

#### UNM Golf Courses – George Trujeque, Director

- Championship Course – North Course
- UNM Golf Teams – Hosting/Support
- PGA Instructional Program
- Physical Educational Golf Programs
- UNM Continuing Education Golf Instruction

### Business Enterprises

#### KNME- TV – Polly Anderson, General Manager & CEO

- Collaboration between UNM & Albuquerque Public Schools (APS)
- PBS member station for central & northern New Mexico
- KNME – Channel 5
- KNMD – Channel 9

#### Public Events/Popejoy Hall – Tom Tkach, Director

- A world-class performing arts center presenting international, national & local performing arts.
- Over 170 performances each year
- Welcomed over 230,000 patrons to the Hall this past season; including over 45,000 K-12 students that participated in educational performances

### Business Enterprises






### Parking & Transportation Services (PATS) – Clovis Acosta, Director

- Parking Operations & Transportation Services
- Special Events (Shuttles & Parking)
- UNM Transportation is the third largest system in the state of New Mexico
- The university is the largest destination for commuters in the metro Albuquerque area
- There are over two million boardings per year
- Free bus pass program with the City of Albuquerque for UNM students, staff & faculty

## Business Enterprises



### Ticketing Services – Mark Koson, Director

- Athletic Events
- Performing Arts events, including national Broadway productions
- UNM College of Fine Arts events
- Major Special Events, including PBR, WWE, NCAA and NMAA
- Over 500 events ticketed per year
- Over \$16 million in ticket sales annually
- Over 1,000,000 tickets processed annually
- UNM-Albertsons exclusive partnership – 19 ticket outlets in the Albuquerque/Rio Rancho/Santa Fe area

## Business Enterprises



### UNM Real Estate Office – Kim Murphy, Director

- Acquisitions and Sales (\$12,000,000 + avg. annual transaction volume)
- Leasing (445,000 sq. ft. of leased space)
- Development
- Property Management (603,000 sq. ft. under management)
- Non-traditional Project Management (\$38,000,000 in project budgets)

### Lobo Development Corporation

- In conjunction with UNM
- Commercial Development
- Public/Private Partnerships
- Support Services and Income for UNM

## Real Estate & Business Development



**Lobo Energy, Inc.**

- Utility Planning
- Energy Education, Inc./Energy Conservation

**Mesa Del Sol Partnerships**

- Land and Commercial Development
- Campus Development
- Economic Development

**Real Estate & Business Development**



**Planning & Campus Development**

**Mary Kenney, University Planning Officer**

- Space Management
- Master Plans
  - Main Campus
  - North Campus
  - South Campus
  - Rio Rancho Campus
- Integrative Planning
- Architectural Design & Continuity

**Facilities & Campus Planning**



**University Facility Projects Officer – Miguel Hidalgo**

- From Inception to “Ribbon-Cutting”

**Office of Capital Projects – Bill Turner, Director**

- Project & Construction Management
- Authorization & Procurement

**UNMH Facilities**

**Facilities & Campus Planning**



### Physical Plant Department – Mary Vosevich, Director

- Remodel, Building Maintenance, Planning
- Environmental Services, Custodial Services, Recycle, Landscaping, Automotive, Special Events & Activities
- Engineering & Energy Services, Plan Review, Energy Management, Commissioning Engineering
- Utilities – District Energy System, UNM owned substations
- Sustainability – university wide
- Finance & Services
  - Work Control Center – ITS, Accounting/Payroll

## Facilities & Campus Planning

## ISS and the Campus Communities...

How can ISS be of service to the campus communities and organizations?

Parking & Transportation Services –PATS  
Ticketing  
UNM Bookstores  
Public Events/Popejoy Hall  
UNM Golf Courses  
KNME  
Real Estate  
Lobo Development Corporation  
Lobo Energy  
Mesa Del Sol  
Planning & Campus Development  
Office of Capital Projects  
Physical Plant Department  
UNMH Facilities

# Office of the Vice President for Institutional Support Services



**Steve Beffort**, Vice President  
**Chris Vallejos**, Assoc. Vice President  
**Lisa Marbury**, Manager— Admin.  
Operations  
**John Reindorp**, Information Services  
Manager  
**Aaron Begay**, Admin. Assistant III

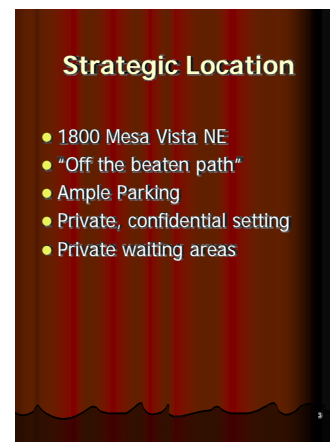
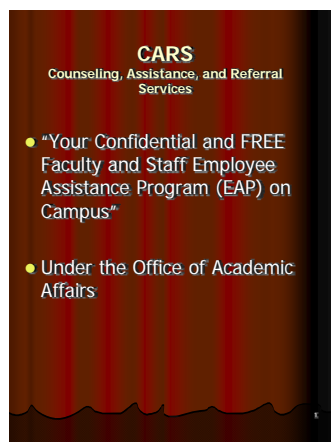
Scholes Hall – Suite 114 – MSC05 3355  
Office 505-277-7941 FAX 505-277-0259

- ISS was charged with completing the Master Plan in December 2008 and was prepared to deliver it. Based upon faculty and staff concerns about not having a chance to review the plan, the BOR delayed taking action. There have been about 30 additional meetings with faculty, staff, students, community members, and neighborhood associations since December 2008.
- UNM is negotiating with American Campus Communities (ACC) to lease land to build dormitories. ACC is putting up the capital to build. At the end of the contract period (74 years) the buildings will revert back to UNM. UNM will receive land-lease revenues. This will allow UNM to have additional beds on campus without having to come up with the money to build. The negotiated settlement may preclude UNM from building dorms itself.

**The Faculty Senate unanimously voted to extend the meeting past 5:00 p.m.**

## 7. CARS PRESENTATION

Director Steven Rugala from Counseling, Assistance, and Referral Services (CARS) presented the following slideshow. CARS is a free and confidential service available to faculty and staff. Records fall under the HIPPA regulations. Director Rugala reports directly to Deputy Provost Richard Holder and not to Human Resources (HR).



### CARS Services

- Assessment
- Individual Counseling
- Couples Counseling
- Supervisory Consultation
- Workshops
- Debriefing
- Training of Staff and Faculty
- Information and Referral To Other Resources

### CARS Training

- Emotional Intelligence
- Stress Management
- Conflict Management
- Managing Grief in the Workplace
- Expressive Art & Relaxation
- Workplace Assertiveness Skills
- Other Workshops Requested By and Tailored for Individual Departments and Work Groups

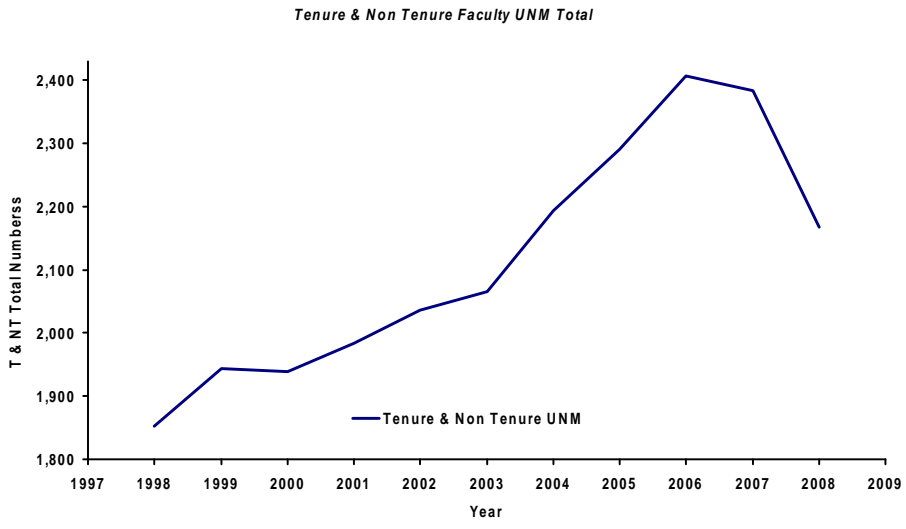
### Available ...

Website – [www.cars.unm.edu](http://www.cars.unm.edu)

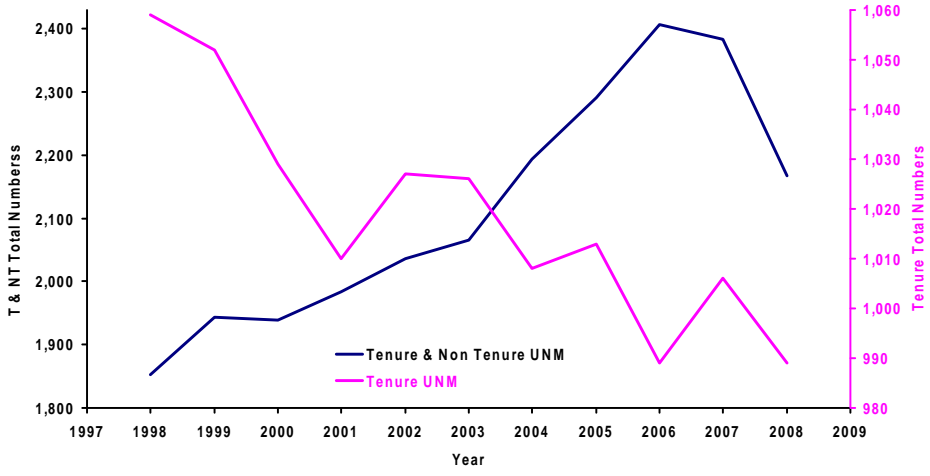
- Monthly Newsletter “The Frontline Supervisor”
- Customized workshops, training, interventions
- Resource linkage
- Personal direct service provision, i.e. stress management, individual counseling, couples counseling, etc.

**8. FACULTY TRENDS**

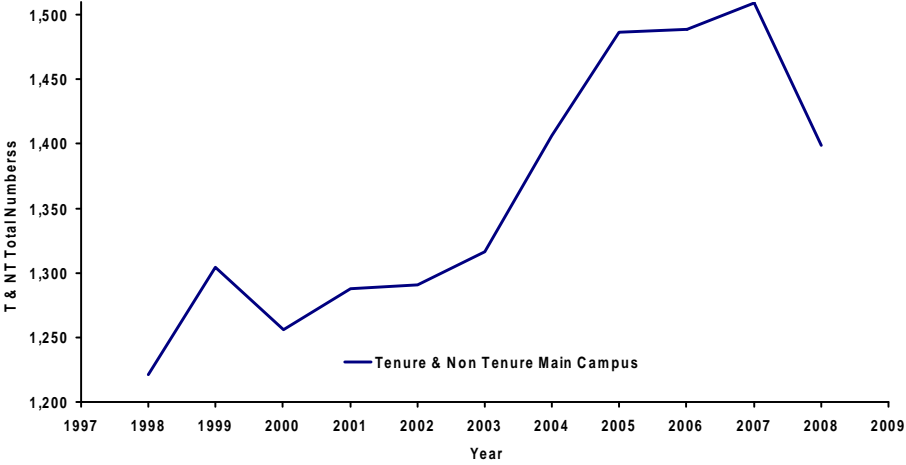
Past President Howard Snell presented the following slide show about faculty workload trends at the University of New Mexico. He will present this to the BOR. Please send comments to Dr. Snell or to the Faculty Senate email senate@unm.edu.

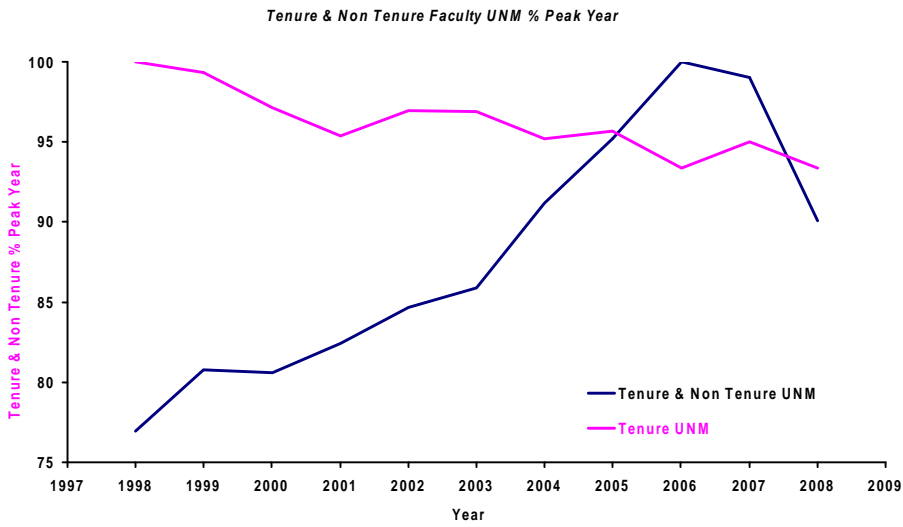
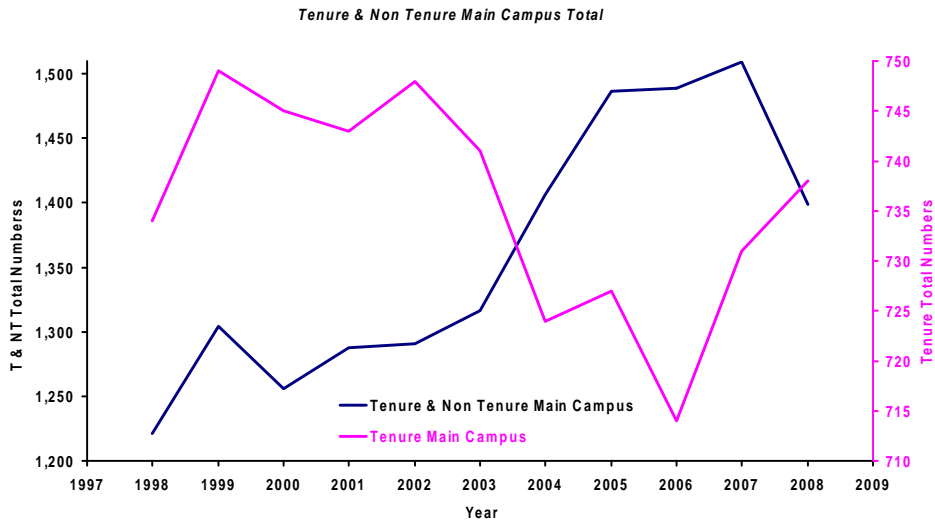


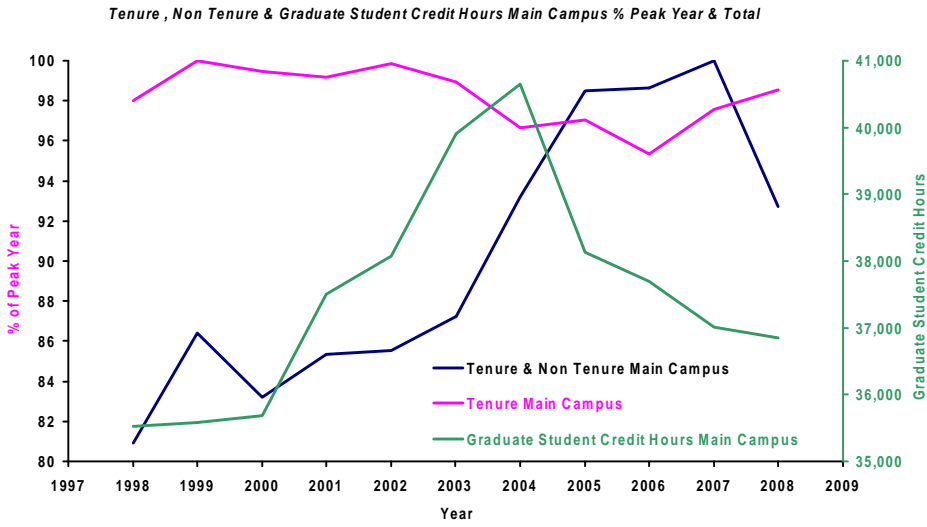
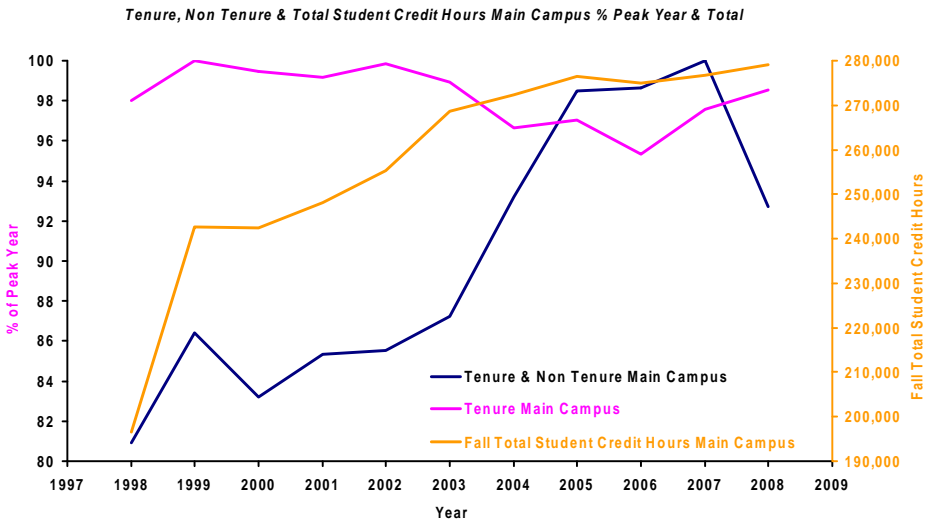
Tenure & Non Tenure Faculty UNM Total



Tenure & Non Tenure Main Campus Total

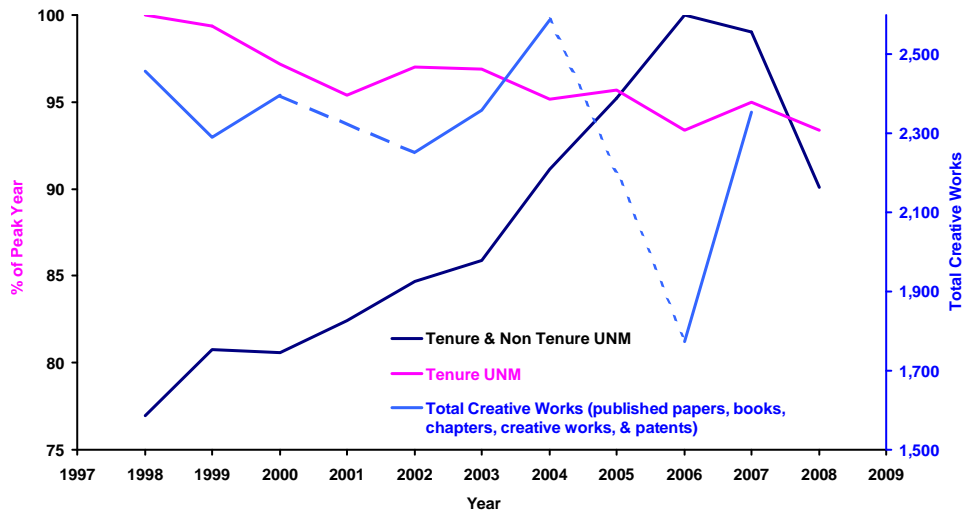




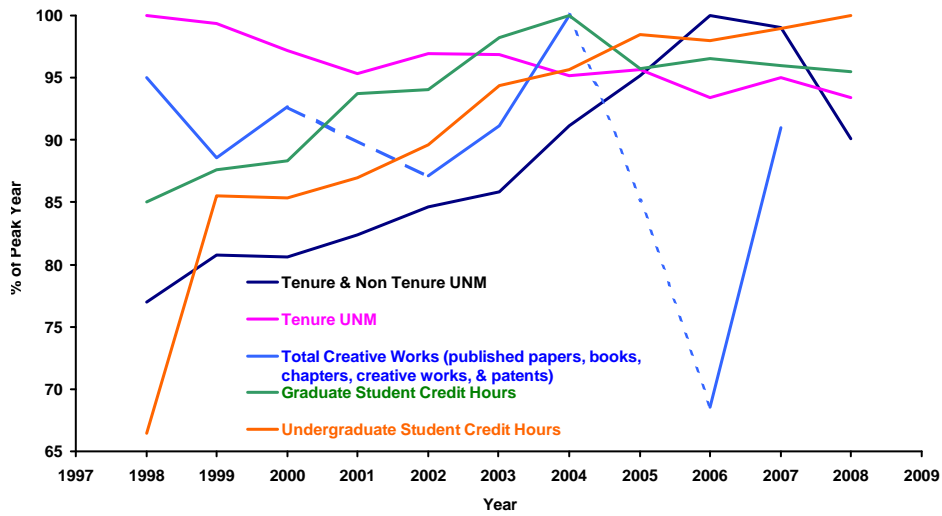


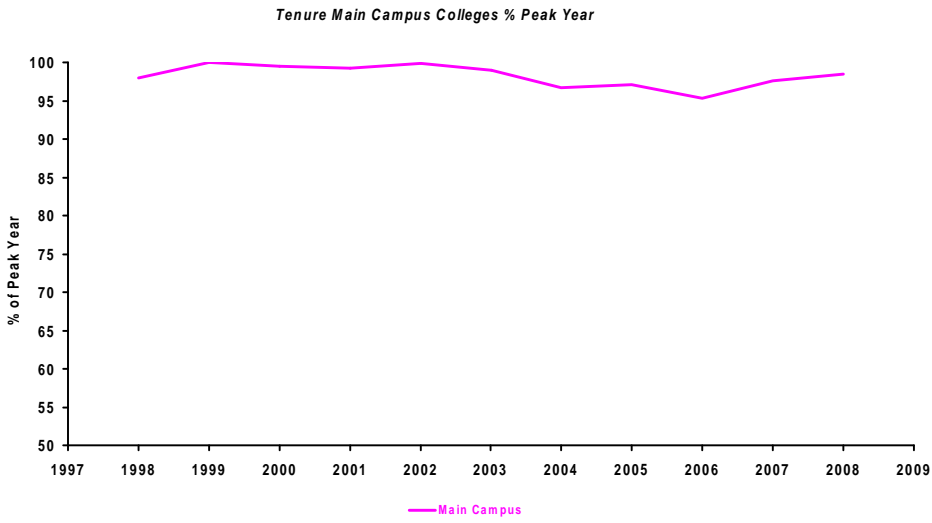
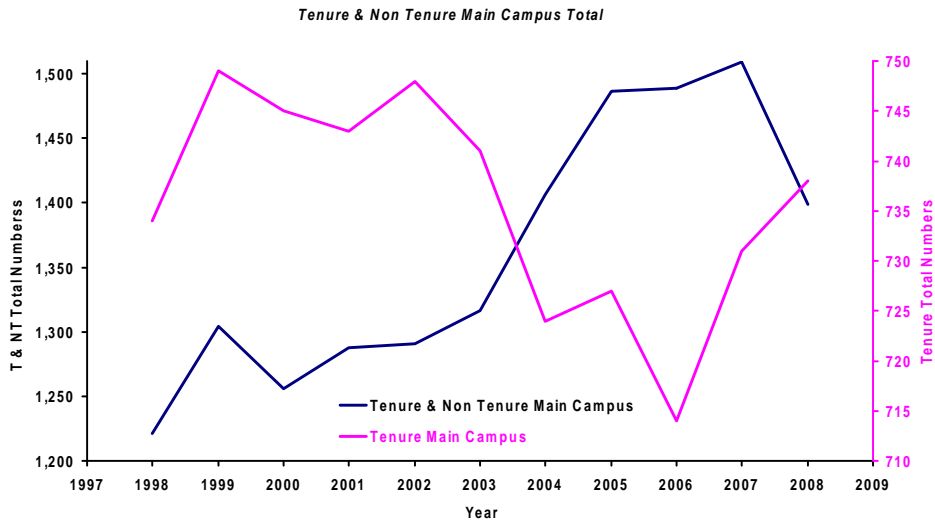


Tenure, Non Tenure & Scholarship UNM % Peak Year & Total

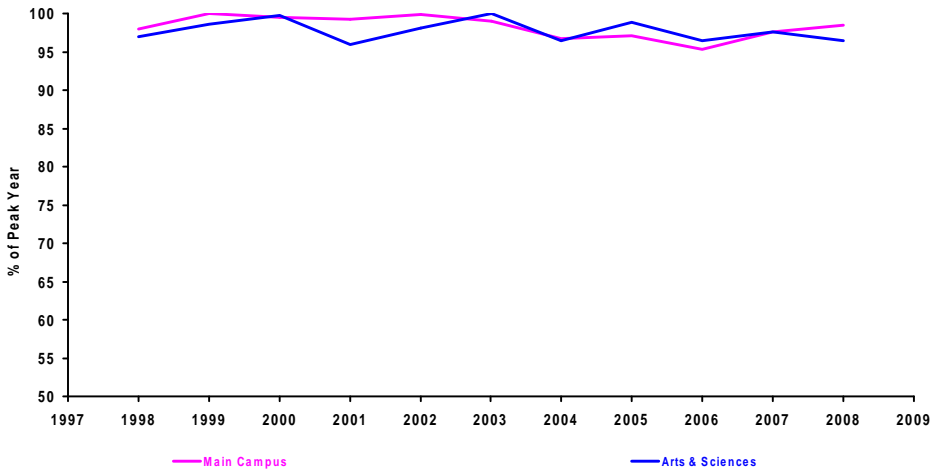


Tenure, Non Tenure & Scholarship UNM % Peak Year & Total





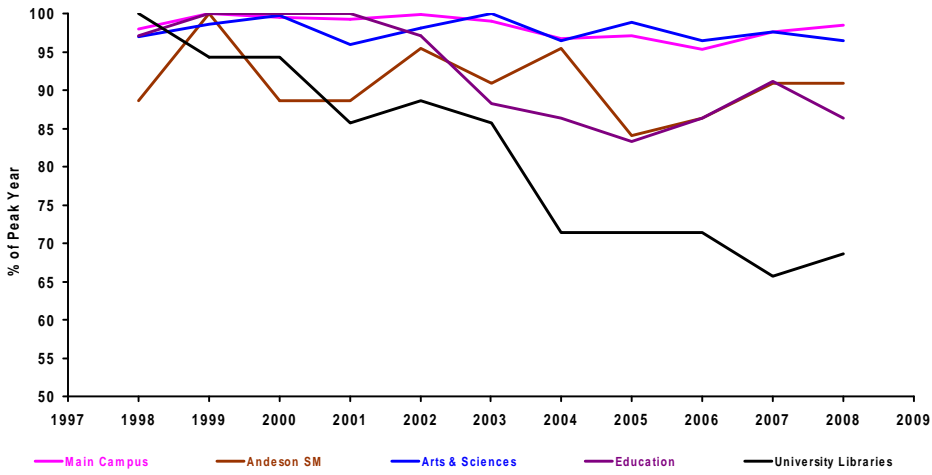
Tenure Main Campus Colleges % Peak Year



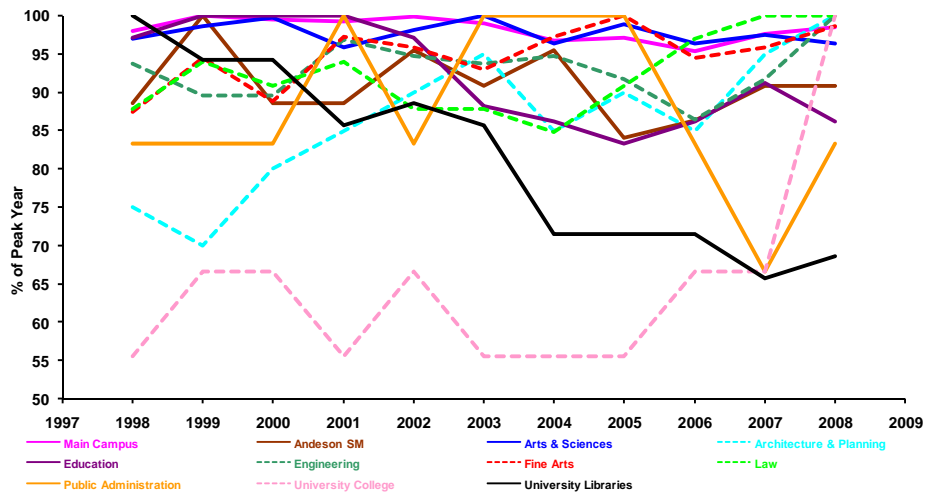
Tenure Main Campus Colleges % Peak Year

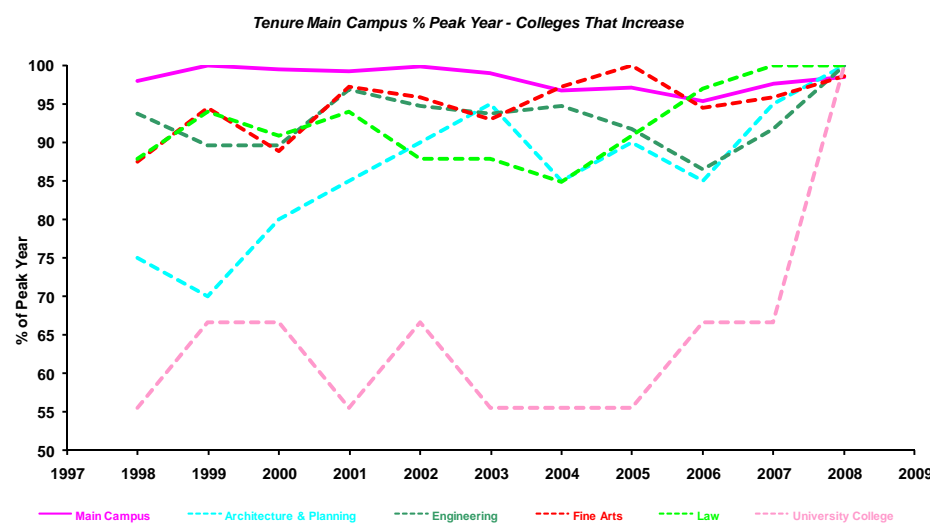
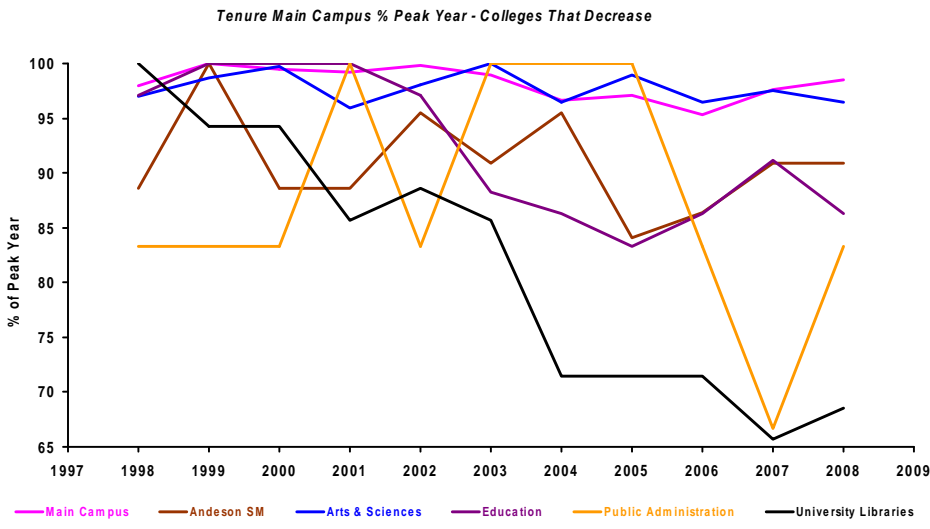


Tenure Main Campus Colleges % Peak Year



Tenure Main Campus Colleges % Peak Year





## Tenure Main Campus Colleges - Summary

College, range, current, % change

— Main Campus, 714 - 749, 738, -1.5%

— Andeson SM, 37 - 44, 40, - 9%

— Arts & Sciences, 350 - 365, 352, -3.6%

- - - Architecture & Planning, 14 - 20, 20, +30%

— Education, 85 - 102, 88, - 13.7%

- - - Engineering, 83 - 96, 96, +13.5%

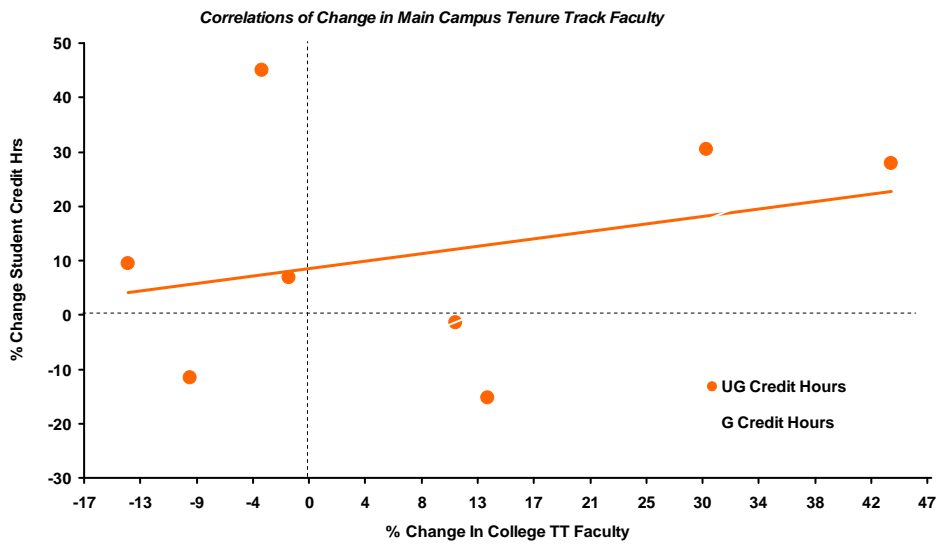
- - - Fine Arts, 63 - 72, 71, +11.1%

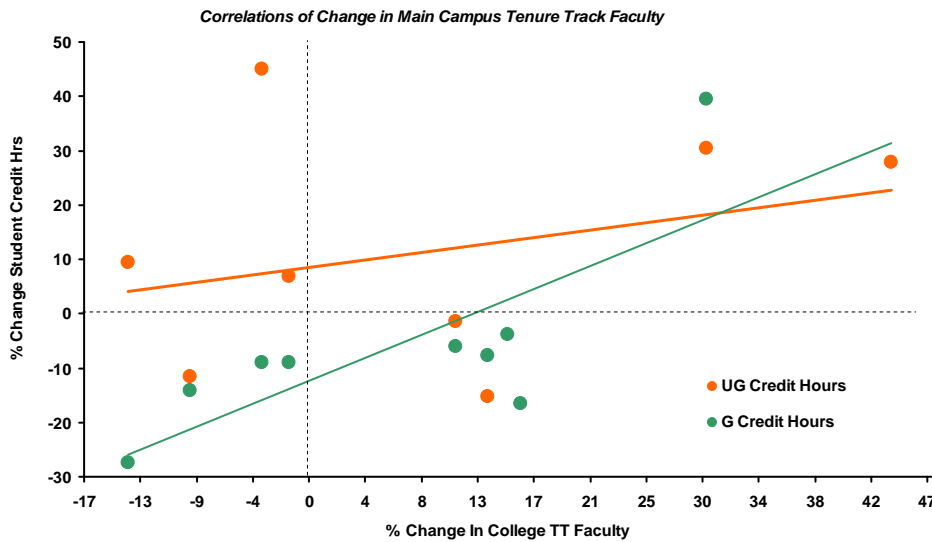
- - - Law, 28 - 33, 33, +15%

— Public Administration, 4 - 6, 5, +16%

- - - University College, 5 - 9, 9, +44%

— University Libraries, 23 - 35, 24, - 31%





### 9. CDAC RESOLUTION

The Faculty Senate unanimously voted to table the CDAC resolution.

### 10. NEW BUSINESS AND OPEN DISCUSSION

Two new items were presented:

President Elect Richard Wood presented a resolution in support of President Douglas Fields regarding the audit. The following resolution was unanimously passed by the faculty senate.

Whereas, the faculty of the University of New Mexico at our General Faculty Meeting of February 2009 requested an audit of university expenditures in recent fiscal years; and

Whereas, Faculty Senate President Doug Fields has worked to advance that audit in dialogue with the UNM President and Board of Regents;

Therefore, the UNM Faculty Senate hereby endorses the approach adopted by Faculty Senate President Doug Fields in moving ahead with said audit on the revised terms agreed upon at the September 19, 2009 meeting of the Audit Subcommittee of the UNM Board of Regents. We further authorize the Faculty Senate President to withdraw faculty support from that audit process if in his judgment it is not pursued in a reliable and transparent way.

Senator Andrew Burgess presented the following resolution. After brief discussion the resolution was passed.

Whereas the UNM faculty need additional time to evaluate and recommend changes to the Master Plan;

Whereas the decisions about the UNM Master Plan may profoundly affect the UNM faculty, staff, and students;

Therefore, we the members of the UNM Faculty Senate ask that a decision on the UNM Master Plan not be voted on at the Regents' 9/29 meeting, but that a new comment period be extended through December 2009.

**11. ADJOURNMENT**

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Rick Holmes  
Office of the Secretary



**Draft 10/20/2008**

**C70**  
*Policy*

## **CONFIDENTIALITY OF FACULTY PERSONNEL RECORDS**

(adopted by the Faculty Senate 4/15/80 and the Regents 7/28/81) Revisions approved by the Faculty Senate 3/25/03 as recommended by the Academic Freedom and Tenure Committee; approved by the Faculty Senate 4/22/03; approved by the Regents 5/16/03

Personnel files concerning faculty of the University of New Mexico, shall be gathered, retained, disclosed, and used by academic or administrative units of the University subject to the following rules:

### 1. Collection and Retention of Information

1.1 No more than one personnel file shall be maintained in each of the following locations:

- (1) the faculty member's department (or other primary academic unit),
- (2) the faculty member's college,
- (3) and/or in the office of the Provost or Vice President for Health Sciences.

Collectively, these documents are referred to in this Policy as "faculty personnel files." Designated faculty personnel files must include any written information used to any degree in making a decision concerning the employment, rank or status of a faculty member.

Faculty personnel files shall be compiled or retained by an academic or administrative units of the University solely for the purposes of administering the University personnel system, including the consideration of promotion, tenure and separation from employment.

1.2 An item of information may be introduced into a faculty personnel file only if accompanied by written identification of the source of the information subject to the right of peer or student evaluators to keep their identities confidential from the faculty member evaluated as provided in section 2.2.

1.3 Administrators with responsibility for the creation of faculty-personnel identified in 1.1 above are responsible to maintain the file and its security during the faculty member's employment at the University and at least five years thereafter (files of emeritus faculty shall be maintained during the faculty member's lifetime and at least two years thereafter).

1.4 The administrative officer responsible for maintaining faculty personnel files shall notify faculty in writing of any material deleted from their faculty personnel files, the nature of the material and the reason for the action. In a similar manner, faculty shall be notified in writing of any material added to their file(s) with respect to which they have not been copied. Faculty members have the right to know and the responsibility to examine their personnel files. However, as defined in sections 2.2 and 2.3, faculty cannot have access to confidential information.

### 2. Access to Information by the Faculty Member

2.1 Each faculty member has the right to inspect and review without unreasonable delay by the university (normally within two weeks) any record or file maintained on him or her by the University subject to the provisions of this Policy and any limitations imposed by law. If additional time is needed to produce a record for inspection, the faculty member shall be informed in writing of the reason for the delay and the date such record will be available. Each faculty member has the right to challenge the accuracy of any

item of information in her or his faculty personnel file, including the right to introduce rebuttal statements or evidence into the files. The faculty member may request the administrative officer of the unit maintaining the file to amend or delete any item of information contained in the file. The administrative officer shall respond to a faculty member's request within two weeks, and if the request is denied, shall state in writing the reasons for the denial. The decision of the administrative officer must be approved by the Dean and the Provost's Office/Vice President for Health Sciences.

2.2 The University respects the desire of many authors of faculty evaluations to keep their identities confidential, including from the faculty member being evaluated. Such matters of opinion include letters of reference for employment, internal peer evaluations of a faculty member, student evaluations, letters received from peer reviewers outside the University, as well as those portions of the recommendations of the faculty member's chair or dean or the Associate Provost that may reveal the identities of peer or student evaluations.

a. If a faculty member makes a request to review and/or copy such evaluations, an academic administrator, prior to permitting such review or copying, shall redact material that may reveal the identity of the author. If it does not appear feasible to protect the identity of the author through redaction, the document may be accurately summarized in writing for the faculty member instead. If the author of an evaluation submits a written waiver of confidentiality, the evaluation may be reviewed or copied by the faculty member without redaction. If requested by the faculty member, a member of the Provost/VPHS office and a member of the Committee on Academic Freedom and Tenure designated by the Chair of the Committee shall verify the accuracy of the redacted or summarized documents.

b. If such information is requested by a third party, the faculty member shall be advised of the request prior to the release of the information.

2.3 To the extent information is confidential under this Policy, or privileged under law (for example, materials subject to attorney-client privilege), it shall not be available for inspection by the faculty member. Such information shall be retained separately and shall be available for inspection only by University officials whose duties make it necessary for them to know the particular information. In the case of privileged information, the administrative officer of the academic or administrative unit maintaining the files shall introduce a memorandum that states the nature of the privileged information, its date and source and the type of privilege asserted.

### 3. Public Access to Information about Faculty Members

3.1 Any person is entitled to the following public information maintained by the University concerning a faculty member: present position, department, salary, dates of employment, and curriculum vitae, including educational qualifications, past employment, progress at the University (initial employment, promotions, attainment of tenure, sabbaticals), publications, news items, awards and achievements. A faculty member may give written authority for the release of other information, said letter to be maintained in the faculty member's faculty personnel file.

3.2 Other than as provided in Section 3.1, records or information concerning a faculty member shall be made available by the custodian of a file of record only to those members of the University who have an official role in the evaluation of that faculty member for purposes of employment, rank, status, salary, or other such decisions and whose role makes it necessary for them to know the contents of that faculty member's file.

3.3 All requests for information from persons who are not members of the University shall be referred to the University Custodian of Public Records, which will coordinate a proper response with the appropriate Faculty Contracts Office. The Custodian shall attempt to advise the faculty member by email and his or her telephone number of the request for the release prior to the release of any records. In coordination

with the Custodian, the appropriate Faculty Contracts Office shall make available for inspection upon request the releasable information concerning a faculty member. A record of the name and address of any member of the public making such request shall be kept in the faculty member's faculty personnel file at the Provost/VPHS office and be available for inspection by the faculty member.

Faculty Senators,

I would like to take some time at the next meeting of the Faculty Senate to begin discussing with you (and through you, with the overall faculty) about revising the structure through which the Faculty Senate conducts its business. It has become increasingly difficult for the Faculty Senate President and the Operations Committee (OPS) to adequately meet all the legitimate needs and time demands of their respective roles. It is also increasingly difficult for the Faculty Senate to respond to new initiatives and weigh in proactively on strategic directives coming from the Administration, the Regents, and our wider organizational environment. If shared governance within the University is to really work well, and lead UNM in the best strategic pursuit of its academic mission in the future, I believe we simply *have to have* a structure that both embodies democratic practice *and* is capable of responding in an efficient way which is less centralized in the person of the FS President.

The initial proposal attached strives to do this, and is intended only to initiate discussion in this direction. The Operations Committee has discussed it extensively, and I have consulted with many other individuals. **This is not a finished product.** Indeed, the point of bringing this proposal – call it a pre-proposal – to you today is to ask for your counsel, insight, and concerns in how best to address the need for a democratic, more efficient, and less centralized structure. Throughout this proposal, I attempt to identify what I think are core components necessary to meet this end, and to identify areas of uncertainty for which there are many valid solutions. I invite your input and reaction to all of it.

In putting this proposal together, the members of the task force realize that while many of the problems that the Faculty Senate and its committees are facing could be fixed without changing the structure (by garnering more faculty and administration support for the missions of the committees, etc.), however, we feel that these are symptoms of the underlying structural problems.

Doug

# Faculty Senate Structure Proposal

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Submitted by the OPS Task Force on Structure: Douglas Fields (Chair), Pamela Viktoria Pyle and Richard Wood.

## Statement of Purpose

The University of New Mexico Faculty Senate Operations Committee created a Task Force on Structure to form a proposal for restructuring the Faculty Senate to be more responsive and flexible to the needs of the faculty, administration and the University as a whole.

## Executive Summary

The current structure of the UNM Faculty Senate is not optimized for flexibility and responsiveness. We propose to build umbrella structures (Councils), led by elected faculty leaders. These Councils will have broad authority within their domains to create and define committee structures and to make operational decisions in collaboration with the Faculty Senate and administration representatives. Policies formed by Councils (or Committees of the Councils) would be taken to the Faculty Senate for adoption or rejection.

## Current Faculty Senate Structure

The current structure of the UNM Faculty Senate is as follows:

The Faculty Senate is comprised of Senators elected from the entirety of the UNM campus, including the branch campuses. There are 55 Senators divided between the various units, with an addition 8 at-large Senators.

There is one executive committee, known as the Operations Committee (OPS) of the Faculty Senate. It is comprised of the FS President, the President-elect, the past-President and 4 members, all elected by the Faculty Senate. The charge of this committee is to oversee the workings of the FS Committees, set the agendas for the Faculty Senate Meetings, and be a conduit between the administration and the FS Committees and Faculty Senate.

The standing Committees of the Faculty Senate are currently:

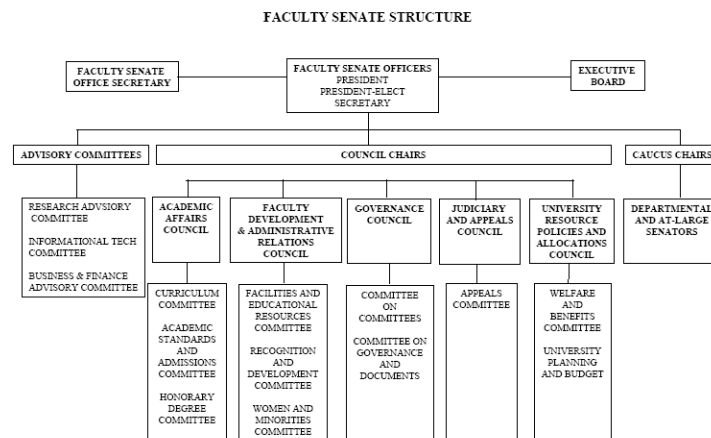
- Admissions and Registration Committee
- Athletic Council
- Budget Committee
- Campus Planning Committee
- Computer Use Committee
- Curricula Committee

- Faculty Ethics and Advisory Committee
- Faculty and Staff Benefits Committee
- Graduate Committee (members appointed by Colleges/Schools)
- Governmental Relations Committee
- Intellectual Property Committee
- Library Committee
- Policy Committee
- Research Allocations Committee
- Research Policy Committee
- Scholarship Committee
- Teaching Enhancement Committee
- Undergraduate Committee
- University Honors Council
- University Press Committee

Each of these committees has, in its charge, a definition of the faculty voting members and administrative, staff, and student ex-officio (non-voting) members. The faculty membership usually is defined in such a way as to have representation on the committee by as diverse a group as possible.

## Structures at Other Universities

There are as many Faculty Governance structures as there are universities. A full study on the efficacy of each structure is beyond the scope of this document. We present here one example of a structure that is similar to what we are envisioning for UNM. Below is the organizational chart for Iowa State University Faculty Senate. Many others (University of Washington, SUNY, University of Virginia...) have similar structures.



## Summary of Criticisms of the Faculty Senate Structure

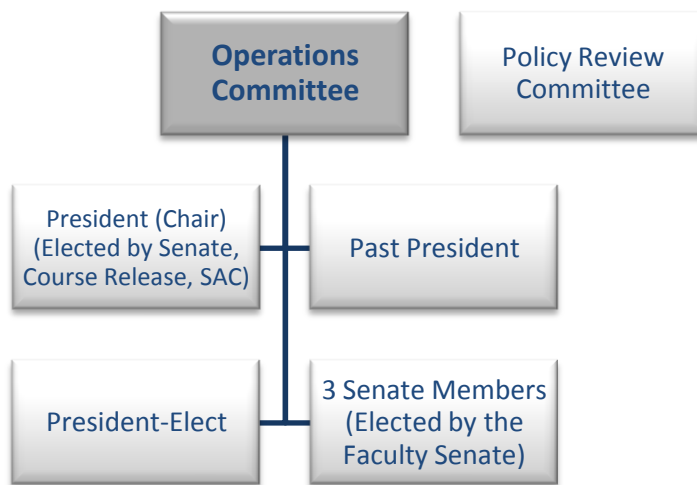
- The number of committees reporting directly to the OPS committee:
  - Makes it hard to organize tasks
  - Makes it difficult for faculty and administration to decide which committee to go to with issues
  - Makes it difficult for faculty to understand responsibilities, and decide on which committee to sit
  - Dilutes the authority and power of each committee
  - Makes it impossible to offer compensation for committee chairs
- Rigidity of charges
- Rigidity of membership

## Proposal for Structure

The general guidelines for this proposal for Faculty Senate structure are:

### The Operations Committee

The Operations Committee of the Faculty Senate (OPS) will be composed of the President of the Faculty Senate (Chairs the OPS committee), the past-President, the President-elect and three at-large members of the Senate. The charge of the Operations Committee is to coordinate issues that cross Council boundaries, act as an information conduit from global structure such as the Regents, upper administration and the general faculty and staff, and to provide a conduit of information from the councils back to these general structures. The Operations Committee meets weekly, and monthly with the chairs of the Faculty Senate Councils (as the Executive Council, see below).



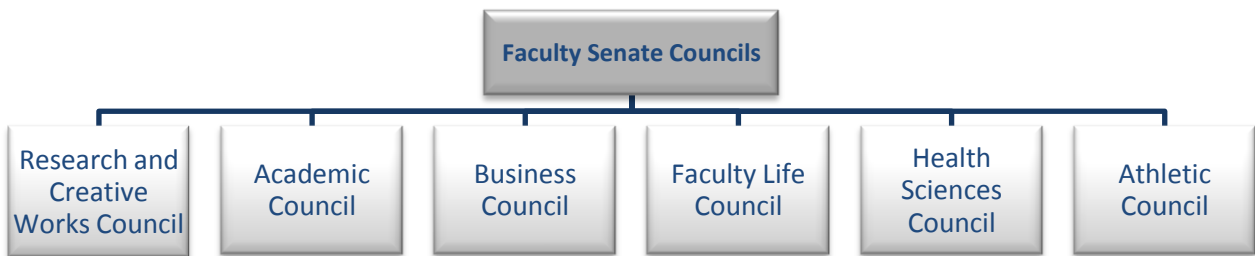
### Policy Review Committee

The Policy Review Committee is charged with oversight of policies in the faculty handbook and in Big Red. Voting members of the committee are: the Chair (elected to a two-year term by a vote of the Faculty Senate, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any sub-committees of the Policy Review Committee (both standing and ad-hoc committees, appointed by the Policy Review Committee Chair). Non-voting members of the Committee include a representative of the University Counsel's office. The council meets monthly, or as needed.



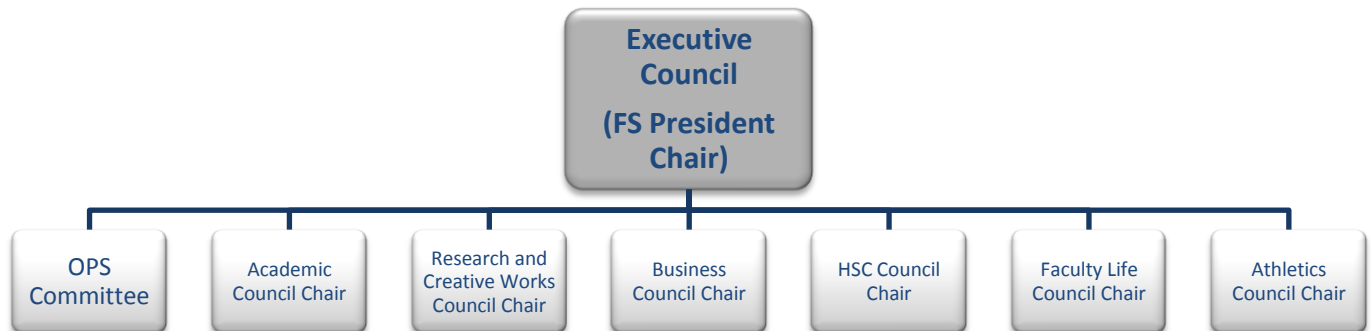
## Faculty Senate Councils

The Councils of the Faculty Senate are created paralleling the divisions of university life - Research and Creative Works Council, Academic Council, Business Council, Faculty Life Council, Health Sciences Council, and Athletic Council. Each Council is chaired by a faculty member elected by the faculty as a whole, and given appropriate course release(s) and special administrative compensation (SAC) to allow the Council Chairs to fulfill their duties and to attract experienced faculty into these positions. In addition, each Council has three representatives from the faculty senate, elected by that body. Non-voting members of each Council from the administrative structure bring knowledge of current situations and facilitate dialog between administrative and faculty governance structures. Each Council may have standing Faculty Senate Committees assigned to it (by the OPS Committee), but are charged with the design of each committee's charge, membership and duration of existence, with the approval of the faculty senate.



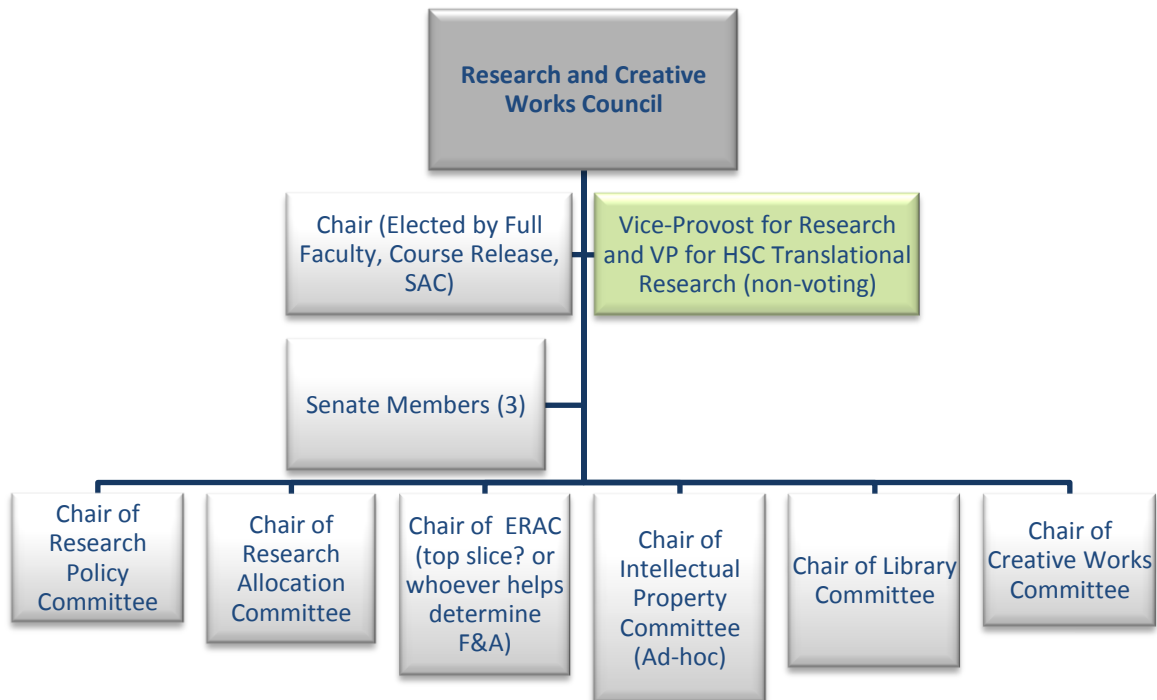
## Executive Council

The OPS committee, together with the chairs of the Councils, form the Executive Council of the Faculty Senate. The charge of the Executive Council is to coordinate activities across Councils, ensure that information (policies, resolutions, etc.) flows promptly from the Councils to the Faculty Senate, and that issues brought up at the University-wide level finds the appropriate place within the Council structure for deliberation. The Executive Council shall meet monthly throughout the year.



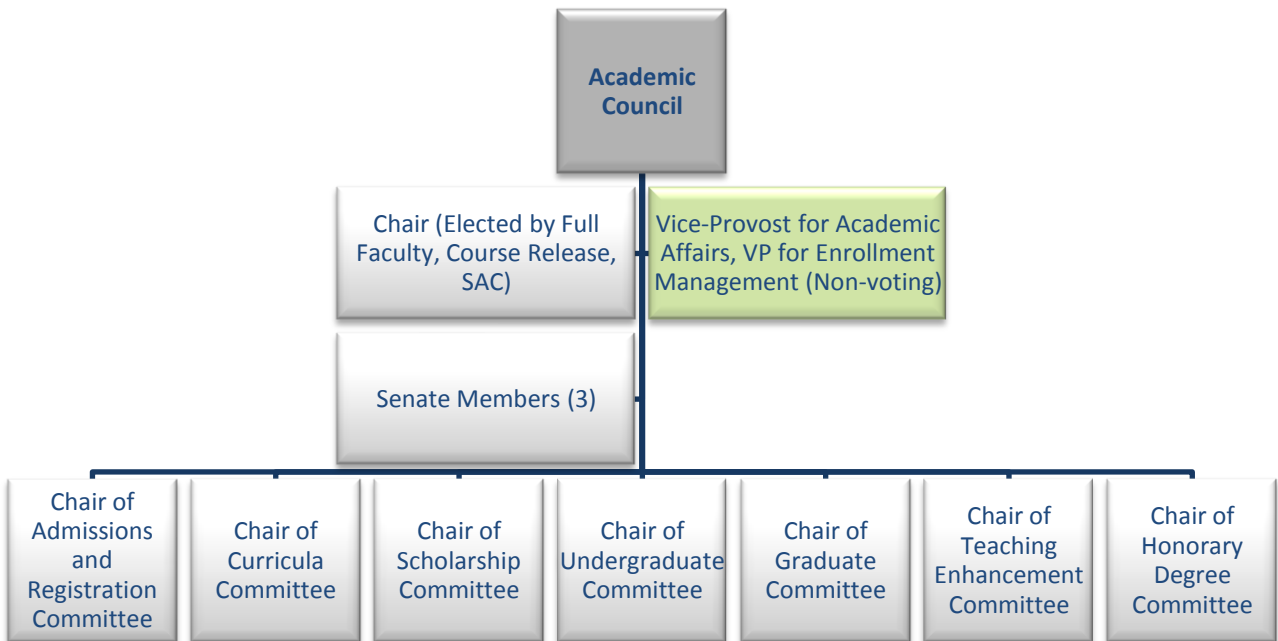
## Research and Creative Works Council

The Research and Creative Works Council is charged with oversight of the research endeavor of the university including both “big-science” and smaller, unfunded or underfunded creative works. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice-Provost for Research and the HSC Vice-Provost for Research, and Council committee members. The council meets monthly.



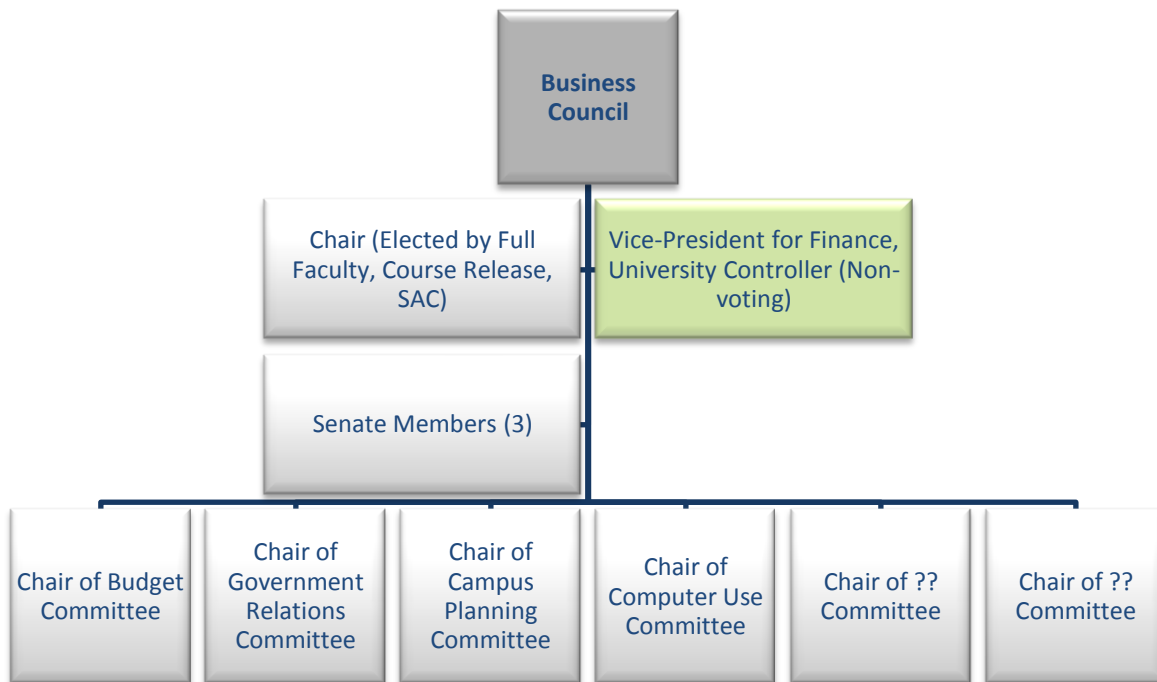
## Academic Council

The Academic Council is charged with oversight of the teaching and curricula of the university including at the undergraduate, graduate and professional levels. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice-Provost for Academic Affairs, the VP for Enrollment Management, and Council committee members. The council meets monthly.



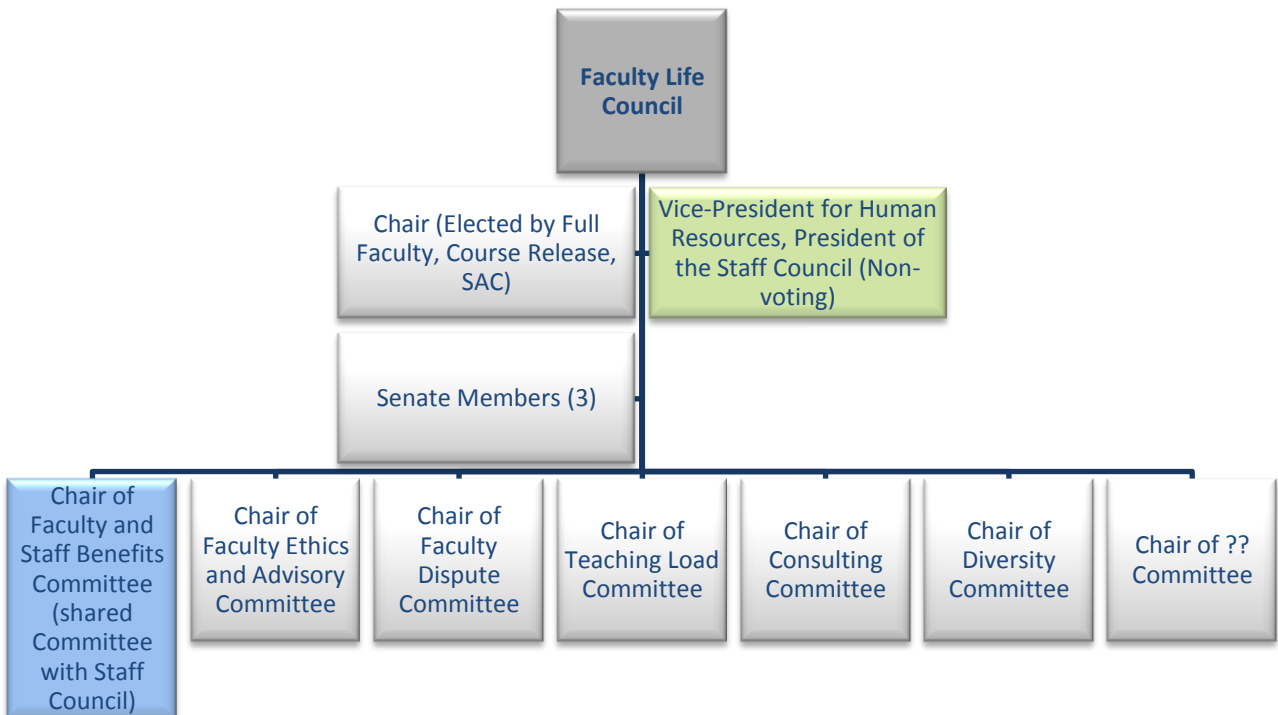
## Business Council

The Business Council is charged with oversight of the business aspects of the university including the budget, government relations, campus planning, capital projects, etc. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice-President for Finance, the University Controller, and Council committee members. The council meets monthly.



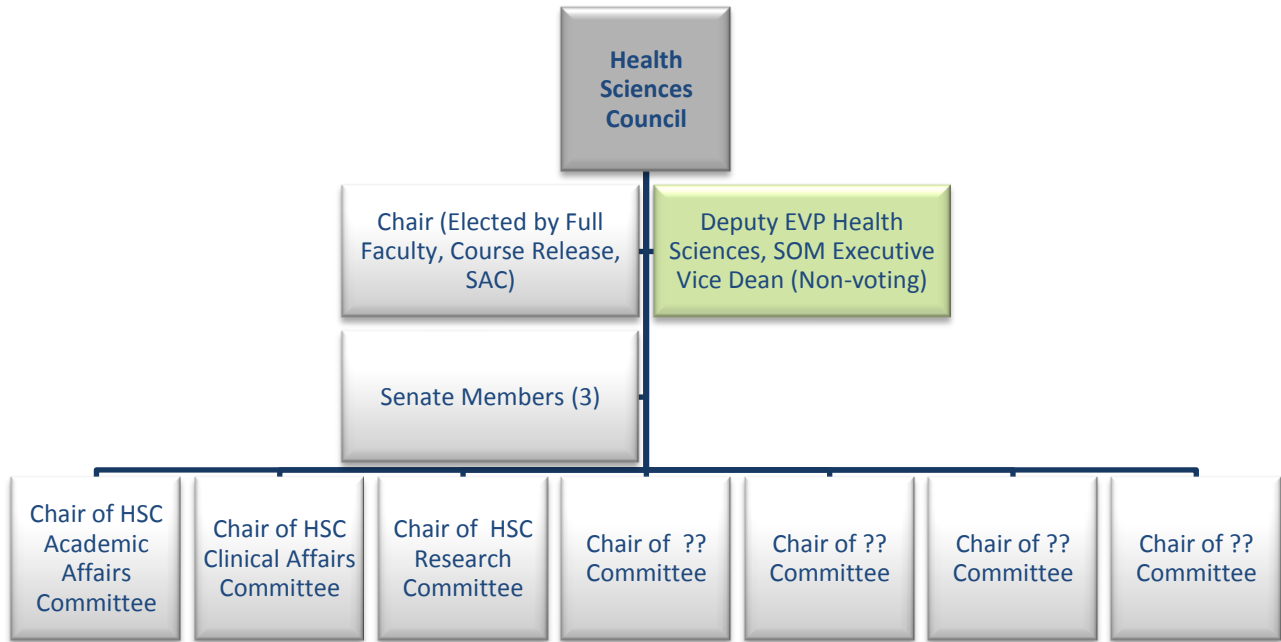
## Faculty Life Council

The Faculty Life Council is charged with oversight of faculty benefits, faculty responsibilities, faculty ethics, as well as the Faculty Club. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice-President for Human Resources, the President of the Staff Council, and Council committee members. The council meets monthly.



## Health Sciences Council

The Health Sciences Council is charged with oversight of faculty issues that are unique to the Health Sciences Center and the School of Medicine. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice-President for Human Resources, the President of the Staff Council, and Council committee members. The council meets monthly.



## Athletic Council

The Athletic Council is charged with oversight of intercollegiate and intramural athletics. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice President for Athletics, the Associate Director of Athletics, the faculty representative to the National Collegiate Athletic Association (NCAA), and Council committee members. The council meets monthly.

